



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
EXAMINATION ANNOUNCEMENT
FIRE CAPTAIN
DEPARTMENTAL OPEN AND PROMOTIONAL



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

BZ45-1095
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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Any applicant who meets the minimum qualifications as of September 29, 2005 may apply for the examination on an open basis. Applicants applying on a promotional basis must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of September 29, 2005 , the final filing date.
HOW TO APPLY	Examination Applications STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit , or in person at 1300 U Street, Sacramento, California.
FINAL FILING DATE	Applications must be postmarked no later than September 29, 2005 . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during January/February 2006 .
SALARY RANGE	<p>Range A \$3648 - \$4432 (plus planned overtime of \$1857 - \$2256 per month effective 11/1/05 for emergency response assignments)</p> <p>Range B \$4004 - \$4865 (plus planned overtime of \$2037 - \$2476 per month effective 11/1/05 for emergency response assignments)</p> <p>Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range B.</p> <p>Range B. This range shall apply to incumbents who are responsible on a regular basis for carrying out a specified work and training program during the workday including planning and controlling work assignments in the areas of fire suppression, resource management, vocational shop construction and maintenance, and other emergency-related activities, for adult state and county inmates, county and youth authority wards and/or California Conservation Corps crew members in conservation camps, fire centers, or camp/center training facilities; and who possess a California driver's license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross.</p> <p>Upon movement from Range A to Range B, a permanent or probationary employee shall receive a new rate in Range B that is 2 steps or 10% above the rate received as Fire Captain, Range A and shall retain his/her salary anniversary date.</p> <p>Upon movement from Range B to Range A, a permanent or probationary employee shall receive a new rate in Range A that is 2 steps or 10% below the rate received as Fire Captain, Range B and shall retain his/her salary anniversary date.</p> <p>Upon movement of a permanent or probationary employee to another classification in state service, the employee's new salary rate will be adjusted from the rate of pay received at the time of the change in classification. Upon promotion of a permanent or probationary Fire Apparatus Engineer to Fire Captain, Range B, the employee shall receive a minimum increase in pay of 3 steps (approximately 15%).</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

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**ELIGIBLE LIST
INFORMATION**

Departmental open and promotional eligible lists will be established for the Department of Forestry and Fire Protection. These lists will be abolished 24 months after they are established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by **September 29, 2005**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

**and
"Either" I**

Experience: Thirty-six months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) and successful completion of the corresponding California Fire Fighter Joint Apprenticeship Committee Program. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must successfully complete the apprenticeship program before appointment.) or

Experience: Thirty-six months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer with an appointment to the class prior to the initiation of the California Fire Fighter Joint Apprenticeship Committee Program on July 1, 1983. or

Experience: Applicants who gained employment with the California Department of Forestry and Fire Protection by Board Resolution may compete if they have thirty-six months of full-time experience as a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) but must successfully complete the apprenticeship program before appointment or receive SubJAC certification of journey level status. [Experience with the California Department of Forestry and Fire Protection may be combined with prior Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) experience to meet this requirement.] (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must successfully complete the apprenticeship program before appointment or receive SubJAC certification of journey level status.)

"Or" II

Experience: Forty-eight months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic). (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

"Or" III

Experience: Twenty-four months of experience as a full-time paid Company Officer leading an engine company (or equivalent) at a level of responsibility equivalent to that of a Fire Captain. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

"Or" IV

Experience: Forty-eight months of experience as a full-time paid employee of a fire department supervising or leading a hand crew, such as an Incident Command System Type I or II Crew, at a level of responsibility equivalent to a Fire Captain. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

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Fire Captain (Cont'd.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION

A Fire Captain, under direction, supervises the work of an engine company(s) and hand crew(s), and shares in the management of a fire station including the maintenance of emergency apparatus and equipment; or performs full-time duties in one of the following specialty assignments: (1) peace officer/fire prevention duties within a unit; (2) dispatcher; (3) assistant air attack program coordinator; (4) helitack captain; (5) supervising crews in conservation camps and fire centers, and operates crew carrying vehicles and fire apparatus; (6) instructor at the Fire Academy and other training assignments; and does other related work.

Individuals assigned to specialist duties may be required to develop additional knowledge and special abilities as appropriate.

EXAMINATION INFORMATION

The examination will consist of a supplemental application weighted 30% and a qualifications appraisal interview weighted 70%.

The mandatory supplemental application will be sent to all candidates who meet the minimum qualifications for this examination. All candidates will be required to provide documentation to verify information marked on their supplemental application. **CANDIDATES WHO DO NOT COMPLETE AND RETURN THEIR MANDATORY SUPPLEMENTAL APPLICATION OR WHO DO NOT RECEIVE A PASSING SCORE BE ELIMINATED FROM THE EXAMINATION.**

The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

The department may utilize a structured interview format as conditions warrant.

SUPPLEMENTAL APPLICATION (Weighted 30%)

Scope:

- A. Knowledge of:
 - 1. Fire protection and prevention methods, equipment, and terminology.
 - 2. Principles of effective supervision and training and directing a crew in fire protection, other emergency, and conservation work.
 - B. Ability to:
 - 1. Communicate effectively at a level required for successful job performance.
 - 2. Supervise a fire suppression crew.
 - 3. Maintain cooperative relationships with those contacted in all work.
 - 4. Analyze situations accurately and adopt an effective course of action.
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QUALIFICATIONS APPRAISAL INTERVIEW (Weighted 70%)

Scope:

- A. Knowledge of:
 - 1. Types, causes, character, and behavior of fires.
 - 2. Fire protection and prevention methods, equipment, and terminology.
 - 3. The department's incident command system.
 - 4. Methods for responding to hazardous materials and other emergency incidents.
 - 5. Principles of effective supervision and training and directing a crew in fire protection, other emergency, and conservation work.
 - 6. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.
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Fire Captain (Cont'd.)

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 70%)
(cont.)**

- B. Ability to:
1. Communicate effectively at a level required for successful job performance.
 2. Locate and determine origin and fire cause.
 3. Train, advise, instruct, and direct a crew of personnel in fire suppression and general maintenance work.
 4. Read maps.
 5. Supervise a fire suppression crew.
 6. Maintain cooperative relationships with those contacted in all work.
 7. Analyze situations accurately and adopt an effective course of action.
 8. Meet and inform the public.
 9. Follow oral and written directions.
 10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
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**SPECIAL PERSONAL
CHARACTERISTICS**

Demonstrated good judgement in emergency situations; willingness to live and work in isolated areas away from population centers and to work on weekends and holidays; willingness to remain on duty 24 hours a day as required; emotional stability; demonstrated leadership ability; high standards of morals and speech; satisfactory record as a law-abiding citizen; sympathetic understanding of inmate rehabilitation programs; visual acuity, color vision, and hearing adequate to successfully perform the job; normal use of both hands and both feet; physical strength and agility; no more than mildly susceptible to poison oak.

JOB CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is a condition of continued employment.

CERTAIN POSITIONS IN THIS CLASSIFICATION REQUIRE PEACE OFFICER STATUS AS A CONDITION OF APPOINTMENT AND CONTINUED EMPLOYMENT.

THE FELONY, BACKGROUND, CITIZENSHIP, AGE, AND EDUCATION REQUIREMENTS APPLY ONLY TO THOSE POSITIONS DESIGNATED AS PEACE OFFICERS WITHIN THIS CLASS.

**FELONY
DISQUALIFICATION**

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**BACKGROUND
INVESTIGATION
INFORMATION**

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Person who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

**CITIZENSHIP
REQUIREMENT**

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

AGE REQUIREMENT

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

**EDUCATION
REQUIREMENT**

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

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Fire Captain (Cont'd.)

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in the open examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S CREDITS.**

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in open or promotional examinations.

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Forestry and Fire Protection.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.